

## **COMMUNITIES IN SCHOOLS OF KALAMAZOO POSITION POSTING**

**Position Title:** Site Coordinator

**Reports to:** Associate Director

25 hours/week, 43 weeks per year

**Supervisory Position:** Volunteers, AmeriCorps

VISTA Members, Interns; Functional Guidance and Training for Partners at Site

### **POSITION SUMMARY**

The Site Coordinator (SC) is responsible for implementing the Communities In Schools (CIS) Integrated Student Services (ISS) model within the designated school building, including collaborating with the 21<sup>st</sup> CCLC After School Program when applicable. The position oversees and manages resources and strategies designed to improve student success in school as measure by proficiency in academics, behavior and school day attendance. The position fulfills the responsibilities of the Title I Resource Coordinator position where applicable. The position manages and supports a site team (VISTA, interns) and designated community resource providers and volunteers to achieve CIS goals and implement a building site operations plans. S/he connects the right resources to the right students at the right time to meet school-wide and student specific needs.

The Site Coordinator is among the primary representatives of CIS within their building and is responsible for assuring effective relationships with all building stakeholders---principal, teachers, support staff, parents, etc. S/he collaborates with other CIS staff within the building, including the After School Coordinator when applicable and school staff to ensure that effective Tier 1 (school-wide) and Tier 2 & Tier 3 (individual student) services are in place to effectively address to student needs. The SC provides case management services to designated students and fulfills all requirements associated with that role. The SC is the internal bridge builder within the school, making connections between students and resources, parents and resources, teachers and providers, etc. The SC engages parents to assure that students are able to receive maximum support for success. The SC provides competent leadership for integrating the site's academic and extended day strategies that result in optimal impact on school-wide and individual student outcomes. The SC works with the entire CIS team, the site team, school personnel, parents, volunteers, and community provider organizations to implement the ISS model.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Minimum of a Bachelor's degree or equivalent in child development, social work, public administration, education or related area plus a minimum of two years of experience working with children, adolescents and families and a well-developed knowledge base on the needs/issues of children and families. Master's degree helpful. Supervisory and/or management experience highly desirable. Required communication skills may include being bi-lingual (Spanish -listening, interpreting, speaking, and writing) – for an elementary site.

**The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.**

**Please submit a letter of interest and a current resume to: [dkievit@ciskalamazoo.org](mailto:dkievit@ciskalamazoo.org)**

**POSITION REMAINS OPEN UNTIL FILLED**